

Mission Statement

We are dedicated to protecting the community and providing for Life Safety, Environmental Protection, and Property Conservation through Education, Hazard Reduction, and Emergency Response.

We are committed to the highest standards of Professionalism and Integrity that are the tradition of the Fire Service.

The City

The City of Torrance was officially founded on October 24, 2912 by Jared Sydney Torrance. Since that time, the City has grown into the largest city in the South Bay and the fourth largest city in Los Angeles County, encompassing approximately 21 square miles and is surrounded by the cities of Gardena, Lawndale, L.A. City, Lomita, Palos Verdes and Redondo Beach. The community of nearly 150,000 residents has a daily employment and transient population of approximately 500,000.

The City of Torrance is a Charter City governed as a Council/Manager form of government and competes globally through its myriad of assets: diverse residents, thriving businesses, and safe neighborhoods. Through the years, Torrance continues to live up to its motto as a "Balanced City."



CITY OF TORRANCE

CONTACT INFORMATION

HUMAN RESOURCES DEPARTMENT

Recruitment & Selection Division

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City of Torrance

**FIRE
DEPARTMENT**

**SENIOR BUSINESS
MANAGER
(Fire)
Job Code 12029019
(Non-Civil Service)**



www.TorranceCA.Gov

THE BIG PICTURE

As a valued and contributing member of the Torrance Fire Department team, you will have the opportunity to showcase your talent in a new position as our Senior Business Manager. Under the leadership of the Deputy Fire Chief, the overall responsibilities for this position will be to establish, develop, and implement the structure for the human resources functions of our Class One Department. Promoting positive management-labor relations will be one of your primary responsibilities in this challenging, yet rewarding career opportunity. Additionally, the ability to develop collaborative partnerships amongst key stakeholders within the organization and in the community is critical to the success of our organization.

YOUR RETURNS

For contributing your talents to our team, you will receive the following:

- ✓ A salary range of **\$5682 - \$7647** per month;
- ✓ Paid vacation accrual of approximately 12 days a year, which increases with years of service. After 9 years of employment, employees in this classification earn three (3) weeks of accrued vacation annually;
- ✓ 14 days paid holiday leave;
- ✓ Sick leave accrual of 8 days a year;
- ✓ 9/80 Work Schedule with alternate Fridays off;
- ✓ Career Development Program;
- ✓ Computer Loan & Cell Phone Discount Programs;
- ✓ On-site recreation classes and exercise facilities;
- ✓ Retirement benefits through the California Public Employees Retirement System (CalPERS). The City offers the **2%@55 plan** which is funded through both employer and employee contribution. Employee contributes 7% on a pre-tax basis;
- ✓ Employees currently contribute 6.2% toward Social Security and 1.45% toward the Medicare;
- ✓ Generous City contributions toward Health, Dental and Vision Insurance;
- ✓ Rideshare matching and participation incentives;
- ✓ Group life insurance coverage of \$50,000;
- ✓ Participation in Deferred Compensation (457) Plan;
- ✓ Credit Union membership – automatic payroll deductions for savings plan.

SENIOR BUSINESS MANAGER

(Fire)
Job Code 12029019
(Non-Civil Service)

CANDIDATE PROFILE

Any combination of education and/or experience that provides the required knowledge and skills may be qualifying. A typical way of obtaining the necessary knowledge and abilities is:

Bachelor's degree in Business, Public Administration, or a related field; two years of progressively responsible administrative or analytical experience.

In addition to the qualifications above, the **successful** candidate will possess:

- ★ One year of supervisory experience of a major program area;
- ★ Effective communication and diplomacy skills;
- ★ Thrives on assessing business problems with a fresh perspective and is solution oriented;
- ★ Adaptable in a dynamic environment of civilian and public safety staff.



YOUR ROLE

The Senior Business Manager will be managing these key program areas:

Recruitment & Selection: develops recruitment campaigns for an apprentice Firefighter program, and assists with promotional selection processes for staff.

Performance Management: provides management staff with strategies and techniques to manage employee performance and write effective appraisal evaluations.

Program Management: conducts analyses and makes recommendations regarding departmental systems and procedures; and develops, implements and evaluates personnel policies, procedures and programs.

INTERESTED?

If this opportunity is a fit for your talents, submit your application package to be considered for this pivotal career move. An application package includes the **online application, resume, and supplemental questionnaire**. **Only online submissions will be considered in the selection process.**

Apply on-line at www.TorranceCA.Gov. The application filing period begins **Friday, February 3**, and closes when **100 applications are received or Friday, February 17, 2012 at 5:30 p.m.**, whichever comes first.

WHAT HAPPENS NEXT

After review of the application packets received, candidates whose training and experience **best meet** our needs will be invited to participate in an interview (weighted 100%).

Interviews are tentatively scheduled for March 2012, which is subject to change.



AN INSIDERS PERSPECTIVE

If you have questions regarding the position or the department, please email Assistant Chief Martin Serna at MSerna@TorranceCA.Gov.

SPECIAL NOTES

Applicants with disabilities who require special testing arrangements **must** contact the Human Resources Department **prior** to the final filing date.

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

CITY OF TORRANCE

**Fire Department
Senior Business Manager
(Job Code 12029019)**

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire and resume are part of your application package. Your ability to concisely communicate your experience will be important in determining whether you are invited to participate in the next step of the selection process.

1. Describe your professional administration experience in a unionized work place. Please include any experience you have had in the following areas:
 - hiring personnel within a merit based system
 - interpreting labor contracts
 - program or project management
2. Describe your experience in implementing employee recruitment and outreach programs. Please provide an example of a program or project that you successfully managed. Describe your role in relation to others, explain the challenges, and your approach to overcoming the obstacles to reach a successful outcome.
3. Describe a program or project where you were tasked to solve a critical business problem. What approach and methods did you use to develop a recommended solution to management?
4. What have you done in the past that demonstrates how you were able to effectively conduct employee performance appraisals?